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PROPOSED

Department of Healthcare Access and Information
Office of Health Workforce Development
Research and Evaluation Section

Duty Statement

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EMPLOYEE: Vacant

POSITION NUMBER: 441-212-5742-xxx

CLASSIFICATION: Research Data Specialist I
WORKING TITLE: Program Evaluation Specialist

LOCATION: Sacramento

SECTION A: General Description

The Research Data Specialist (RDS) I under the supervision of the Staff Services Manger I in Program Evaluation Unit serves as a health workforce program evaluation expert within the Office of Health Workforce Development (OHWD). The RDS I is responsible for planning, organizing, and conducting complex research projects related to health workforce and education. The RDS I develops reports summarizing program trends and outcomes, and presents the information to executive leadership and external stakeholders. The RDS I works with OHWD management, departmental staff, government partners, commissions, stakeholders, and other customers to provide expertise in program evaluation and health workforce program data. The RDS I serves on health workforce planning advisory bodies, project teams, and other working teams to ensure research and evaluation methods are relevant and accurate. The RDS I will use computer software (e.g., Excel, Access, Word, SAS, Tableau, Qualtrics) to analyze and display data, develop reports, and present information at meetings.

Supervision Received: Reports directly to the Staff Services Manager I, Program Evaluation Unit Manager.

Physical Demands: Must be able to perform the duties contained in this duty statement with or without reasonable accommodation.

Typical Working Conditions: Requires use of telephone and computer, contact with employees and the public, and mobility to various employee work areas and other areas of Department of Healthcare Access and Information (HCAI). Some travel may be required. The standard work schedule is between 8:00 a.m. to 5:00 p.m., Monday through Friday. Must be able to effectively telework.

SECTION B: Essential Functions

40%   **Program Evaluation:** Plan and implement research protocols to evaluate the impact of OHWD health workforce programs. Collaborate with OHWD's Grants Management and Healthcare Workforce Policy Sections, Workforce Research team, and contractors to define and plan program evaluation measures, benchmarks, and outcomes. Act as a lead researcher for program evaluation of a portfolio of projects, associated success criteria measures, and key targets. Identify, collect, and analyze program data, and report insights and trends to HCAI Leadership. Assess research methods, identify appropriate data elements and data

collection tools, develop research plans, and apply various research methods to measure the short-term and long-term impacts of OHWD's programs. Develop research data products including highly complex data visualizations, fact sheets, reports, dashboards, and presentations summarizing findings for HCAI Leadership and stakeholders.

40% **Program Design and Technical Assistance:** Act as a lead to identify and implement strategies for effective health workforce grant application design and scoring methodology. Act as the program evaluation lead for the most complex program implementations. Collaborate with OHWD staff and contractors to define and implement standardized program scoring and evaluation methodology across programs. Develop and present recommendations for grant program design to OHWD leadership and stakeholders. Design, create, and maintain online applications for grant, scholarship, and loan repayment programs. Collaborate with OHWD staff and contractors to test and improve online grant applications. Provide complex technical assistance via program webinars and respond to inquiries from internal and external users. Extract and format data from applications to support scoring and decision making. Streamline and automate complex calculations and provide multi-scenario calculations and projections to inform decision making. Participate on project teams to design and launch new programs and conduct evaluation of programs and initiatives.

15% **Data Management:** Develop analytical data sets, validate data quality, implement and maintain data inventory documentation (metadata), and produce data flow diagrams. Apply research methods to normalize data. Develop logic checks and validations to ensure data accuracy and completeness. Liaise with HCAI's Office of Information Services to ensure data models, normalization, and logic checks are appropriately automated. Create, implement, maintain, and improve data management and risk management protocols. Manage the maintenance, quality, and validation of data for internal and external dashboards. Act as the program evaluation lead for workgroups that support data management, standardization, data warehousing, and related efforts. Maintain appropriate data security and data confidentiality practices, including data de-identification for external reporting. Optimize and automate routine program data reports. Develop and offer training and support to other OHWD staff on data management methods and make suggestions for quality assurance and improvements to existing procedures for data management.

SECTION C: Marginal Functions

5% Perform other duties as assigned.

SECTION D: Other Expectations

- Demonstrates a commitment to HCAI and OHWD's mission, vision, and goals.
- Maintains good work habits and adheres to all HCAI policies and procedures.
- Successfully completes work assignments and meets deadlines as required.
- Maintains professionalism, recognizes the needs of others, and treats others with respect and dignity.
- Ability to reason logically and creatively and use a variety of analytical techniques to resolve complex departmental/division problems.

To Be Signed By the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position.

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Employee Signature/Date

I have discussed the duties of this position with the employee.

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Supervisor Signature/Date